

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN
KHYBER PAKHTUNKHWA**



**STANDARD BIDDING DOCUMENTS
FOR
PURCHASE OF BOOKS REQUIRED FOR DEPARTMENT OF COMPUTER
SCIENCE, UET MARDAN**

PROCUREMENT REF. NO.04/2020/UETM

Last Date/Time for Submission:	31st December, 2020 at 11:00 AM
Bid Opening Date/Time:	31st December, 2020 at 11:30 AM
Venue:	Conference Room, UET, Mardan
Email:	po@uetmardan.edu.pk

Price: 1500/-

TENDER DOCUMENTS
PROCUREMENT OF BOOKS REQUIRED FOR DEPARTMENT OF
COMPUTER SCIENCE, UET MARDAN

University of Engineering & Technology, Mardan

CHECKLIST

S#	Description	Yes	No
•	Covering Letter/Application (on the letter head of the Publisher/Book Seller)		
•	Profile of the Publisher/Book Seller		
•	Certificate of active taxpayer		
•	Sales Tax Registration		
•	Registration with National/Income Tax Department		
•	Professional Tax Certificate, if any		
•	Earnest Money @2% of the quoted bid value		
•	Details of similar work during last two years (Previous Experience)		
•	Affidavits on Judicial stamp paper attested by Oath Commissioner		
	• The Publisher/Book Seller has never been blacklisted by private, Govt., Semi Govt. and Autonomous Body)		
	• No work rescinded in past		
•	Letter of Bid Form as per Annexure-I		
•	Financial Proposal as per Annexure-III		
•	Power of Attorney		
•	Agreement (For successful bidder only) as per Annexure-IV		

Contact Person Name & Designation _____	<div style="border-top: 1px solid black; height: 40px; margin-top: 20px;"></div> Authorized Signature & Stamp
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Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.

Terms and Conditions for the Procurement of Books required for Department of Computer Science, UET Mardan

UET Mardan intends to purchase Books for Department of Computer Science, UET Mardan as per details and required specification mentioned in ***annexure II***.

- 1) Bid/rate may be quoted for the unit price of the books (including all taxes) entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding documents. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as non-responsive. No tender with conditional, ambiguous and alternative price will be considered.
- 2) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
- 3) The bidder must attach copies of registration with income tax, sale tax department. The Supplier should produce NTN with the bill.
- 4) The bidders will be required to deposit an amount of Rs. 1500/- in the Account titled: Miscellaneous Fund UETM, Account No.0179000000908-00-1, Branch Code:0179, Bank of Khyber (Sugar Mills Road Branch Mardan) as the tender Document fee along with the tender documents.
- 5) The University Purchase Committee will open tenders received till **“11.00 A.M” on 31.12.2020** and will be open on the same day at **11.30 A.M** in the Conference Room in the presence of the bidders desiring to attend the opening meeting.
- 6) An earnest money in the form of Call Deposit equal to 2 % of the quoted value must accompany with the bid, otherwise bid will be considered as nonresponsive. The Call Deposit should be in favour of the Treasurer, University of Engineering & Technology, Mardan. The Call Deposit amount should be deposited on formula as $b = \text{unit price} \times \text{qty required} = b * 2\%$. Cheques and insurance guarantees will not be accepted. The Call Deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.
- 7) The firm will be bound to supply books within time limit mentioned in supply order failing which their call deposit will be forfeited and the orders will be cancelled / withdrawn.
- 8) The bidder will be required to quote for original and copyright edition only.
- 9) The pirated copies and sub-standard printings etc. will not be accepted.
- 10) The firm will be required to provide certificate of genuine/originality of books.
- 11) All applicable Govt. Taxes will be deducted from the approved firm's bill.

- 12) In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of security, penalty and blacklisting.
- 13) The black listed suppliers are not eligible to participate in the bidding. The suppliers are bound to provide an undertaking of non-blacklisting from any department.
- 14) All documents relating to the bid and contract shall be in English Language.
- 15) The bidding documents should be signed and stamped by a person duly authorized on behalf of the suppliers on every page.
- 16) The Agreement between UET, Mardan & Publisher/Book Seller, will be valid for a period of 90 days from the issuance of work order.
- 17) The suppliers belong from any other province will provide the complete address and phone numbers of their branch offices at Peshawar, Rawalpindi/Islamabad.
- 18) The tender should be in sealed cover envelope clearly written thereon ““Bid/Proposal for Purchase of Books required for Department of Computer Science UET Mardan ”. The name of the suppliers with full address and telephone / fax number must be written on the back of the quotation. If the envelope is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Procurement Officer, UET Mardan.
- 19) The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any stage, as per KPPRA rules.
- 20) In case of supply of defective or used books, the firm will be dealt with as per Government rules and regulations. UET Technical/Inspection Committee and satisfactory report submitted by the end user will release the payment after inspection. If any book is rejected by UET Technical/Inspection Committee, the supplier will be bound to replace it within 20 days at his own risk and cost.
- 21) The Payment will be made after supply of books to the Main Store, UET Mardan.
- 22) Incomplete tenders and those received after due date and time will not be accepted.
- 23) In case of closed/holiday, tender opening time/date will be considered as the next working day.
- 24) Tender will be awarded on the basis of lowest quoted rate(s) as per desired specifications of quality.

Method of Procurement:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage, One Envelop procedure**”.

LETTER OF BID (BID FORM)
(To be submitted with financial bid)

Procurement Reference No. _____

TO,

The Procurement Officer
University of Engineering & Technology
Mardan

Gentlemen and /or Ladies

Having examined the tender, the receipt of which is hereby duly acknowledged, we the undersigned, offer for Supply of Books required for Department of Computer Science, UET Mardan as per required specification mentioned in the tender documents for the sum of Rupees both in figure and words { (Rs. _____) (_____ total bid amount or such other sums as may be ascertained in accordance with the schedule of Prices attached herewith and made part of this Bid.

We undertake, if our bid is accepted, to the subject tender with standard quality in conformity with the said tender documents.

If our bid is accepted, we undertake to provide a performance security in the form of CDR within the specified time as per contract agreement.

We agree to abide by this Bid for the Bid Validity Period of 90 days and it shall remain binding upon us and may be accepted at any time before the expiration of the that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your issuance of award, shall constitute a binding contract between us

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2020

(Signature)

(In the Capacity)

Duly authorized to sign Bid for and on behalf of _____

DETAILS OF BOOKS REQUIRED FOR DEPARTMENT OF COMPUTER SCIENCE, UET MARDAN

S.No	Title	Qty
01	A Guide Book for Muslims by Syed Abul Hasan Ali Nadvi	50
02	The Emergence of Pakistan, Chaudary Muhammad, 1967	50
03	Discrete Mathematical Structures, by Kolman, Busby and Ross	10
04	Logic and Computer Design Fundamentals by Moris Mano	50
05	Data Structures using C by M.Tenenbaum	10
06	Data Structures and Algorithm Analysis by Mark Allen Weiss	50
07	Object Oriented Programming in C++ 4/ed by Robert Lafore	50
08	C++ How to Program by Harvey deitel	25
09	Fundamentals of Database Systems, (Global Edition) 7/ed by Elmasri and Navathe	50
10	Computers 11 th edition publisher prentice hall publication, year of publication:2003, Larry long and nancy long, isbn-10:0131405810	25

University of Engineering & Technology, Mardan

Financial Proposal

Name of the Firm: _____

Address: _____

S#	Title	Unit Rate	Qty	Total Price With Taxis
Grand Total				

Name & Designation

Authorized Signature & Stamp

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that **(Name of Bidder)**, a corporation duly organized and existing under the laws of _____, with its principal place of business at **(Address of Bidder)**, does hereby constitute, designate and appoint **(Name and Designation of Representative of the Bidder)**, whose specimen signature is shown below, as our true and lawful attorney-in-fact, in our name, place and stead, with full powers of substitution and revocation, to sign and submit the bidding documents and all documents related to the Bid invited on _____, 2020 by University of Engineering & Technology Mardan, and to do any and all acts and deeds as the said attorney-in-fact may deem requisite, necessary or proper to be done in connection therewith, all in our name and on our behalf hereby ratifying and confirming all that the said attorney-in-fact shall do pursuant to the power hereunder granted.

This Power of Attorney has been drawn up in the city of _____, on this _____ the day of _____, 2016 and shall remain in full force and effect until our further notice.

Name of Bidder _____
(Name of duly authorized representative to sign)

Specimen Signature

AGREEMENT (on stamp paper)

“Procurement of Books required for Department of Computer Science, UET Mardan”

1. This Agreement is executed at Mardan on ----- between UET Mardan through Procurement Officer (hereinafter called the Purchaser) and M/S. ----- (hereinafter called the firm) which shall include their successors/assignees on either part on the following terms and conditions:
2. Whereas the UET Mardan decided for the Procurement of Books required for Department of Computer Science at UET Mardan to be furnished by the above noted supplier/firm and as the supplier/firm has agreed to complete the assignment as per terms and conditions, hereinafter approved.
3. Any increase or decrease in the agreed quantity shall be acceptable to the successful bidder as per requirement of the Purchaser at the same agreed rates and terms including freight and other charges.
4. The successful bidder shall complete the assignment, of the specifications given in the tender documents. Any book found substandard or below specification will be rejected and the supplier will replace the book within 10 days without any additional cost.
5. Payment will be made within 30 working days on the satisfactory receipt of complete order and after satisfactory inspection report of all books by the inspection committee.
6. Performance security @ 10% shall be deposited by the successful bidder within 10 days after signing the agreement which shall be discharged by the Purchaser and returned to the successful bidder/supplier after satisfactory completion of the task.
7. Any violation of the agreement by the supplier will entitle the Purchaser to forfeit the whole security or part of the amount to make up losses to the Procuring Entity.
8. All taxes and duties levied by the government from time to time shall be deducted as per rules.
9. In case of failure in completion of task as per agreed time schedule the Purchaser reserves the right to complete the same at successful bidder's/supplier's risk & cost including legal course of action, (if any). Penalty will also be imposed on the successful bidder.
10. Penalty @ 0.5% per day of the contract value will be charged after expiry of service/work period up to the maximum of 30 days, failing which work order will be treated as cancelled and 10% performance security / guarantee shall be forfeited.

IN WITNESS thereof, the parties hereto have signed the agreement on the date and year first mentioned above.

For the Firm & UET Mardan

For UET Mardan:-

Name: ----- Signature: -----

Designation----- Section-----

Name of Witness 1----- Section-----

For Firm:-

Name-----

Signature-----

Name of Firm & Stamp-----

Name of Witness.2-----